

Special Needs Plans: Passive Enrollment

August 10-15 Production Activity

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During the time period of August 10th through August 15th, CMS will be receiving, accepting, and processing files submitted by Special Needs Plans (SNPs) that have requested passive enrollment, to designate selected beneficiaries as exempted from the September 2005 Auto-Assignment run. Special Needs Plans should proceed as if already approved for passive enrollment even if plans have not yet received a decision from CMS. The beneficiaries provided to CMS by the approved SNPs will be exempted from Auto-Assignment, as it is performed in September and October. In November, the SNPs will provide follow-up files to CMS to specify the beneficiaries who opted out of Passive Enrollment. These beneficiaries will be processed in the subsequent Auto-Assignment run.

It is understood that Sterling GenTran Electronic Mailbox will not be available for the August 10-15th SNP file transmission and processing. Therefore, during the SNP file transmission and processing tasks, CMS is anticipating that the SNP file will be submitted either through established Connect:Direct mechanisms, or through postal mail on CD if Connect:Direct is not established. (If the file is to be submitted on CD, CMS requires that the CD have Origin, Contact, and File Identification marked on the CD with a black Sharpie pen.)

The SNPs are encouraged to submit their files to CMS for arrival at CMS as close as possible to August 10th. CMS cannot accept test files. Instead, CMS will process the first file received from a SNP. Unless the file cannot be processed, CMS will not be able to accept follow-up files from the plans due to time constraints. A file should represent the full population of beneficiaries to be exempted from Auto-Assignment in order to be passively enrolled by the plan.

CMS will contact the plans in the following cases:

1. The SNP file could not be processed,
2. Significant issue in the SNP file data,
3. The submission period is closing and no file has been received.

CMS will not contact the plans if the file has been successfully read and processed.

SNPs are required to please name the Production August SNP file according to the naming standard described:

"B2B6.MMA.#SNPP4.xxxxx.IN.NOTIF.NDM"

Where the Placeholder "xxxxx" is the 5-position Contract Number ("H-Number").

Those SNPs utilizing Connect:Direct (NDM) for file transmission will need to submit the following information to the specified email address. The email message body should contain the following items:

1. H-Number
2. Plan Name
3. Contact Information
4. SNODE ID
5. RACF ID

This information should be sent to the following email address:

MBDUser@cms.hhs.gov

The subject line of this email must be the following:

Auto-Assign

in order for the appropriate staff to receive the information.

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If the SNP file must be submitted on CD, then the CD should be sent via Courier Next Day to the following indicated destination:

Robyn Thomas
Mailstop N1-15-03
7500 Security Boulevard
Baltimore, MD 21244

When the CD has been sent, please send an email for verification of receipt, to Robyn Thomas, Director: Robyn.Thomas@cms.hhs.gov

Please utilize the following contact information regarding connect:direct file transmissions and systems issues:

Telephone: 1-800-927-8069
Email: mmahelp@cms.hhs.gov
Website: mmahelp.cms.hhs.gov